**Byrne Wallace Traineeship**

Keara McGinley,

85 Adelaide Square,

Whitefriar Street,

Dublin 8.

kearamcginley2@gmail.com

Dear Recruitment Manager,

I am writing to you to apply for the Traineeship at Byrne Wallace.

I have graduated with a Bachelor of Commerce from NUI Galway and more recently graduated from a Postgraduate Diploma in Fashion Buying & Management in Dublin Institute of Technology. Currently I am working as a Legal Secretary while studying for my remaining FE1 exams in March 2021. I am confident that my commercial acumen, ambition to pursue a career in law and real life industry experience makes me a strong candidate for this role.

From my past work experience, I have cultivated many key skills which I will bring in abundance to the the Traineeship. In my current role as a Legal Secretary I have proven to be an efficient at Dictaphone typing (60+ words pm) – both digital and tape dictation. I am savvy with all Microsoft Office and confident with using Case Management Systems in particular - Practice Evolve. I have experience in conveyancing, Wills & Probate, Medical Negligence and particularly Personal Injury – I am familiar with Form A’s, uploading documentation to PIAB and preparing briefs for Counsel.

While working in Twitter I learnt the importance of building, nurturing and growing relationships, not only client relationships but also within a team. In this role teamwork was essential, each Account Manager was accountable for their own clients and personal sales targets along with the overall Sales Team target every quarter. My time as a Junior Buyer in Dunnes Stores fine tuned my time management and eye for detail. The sales cycle is very time sensitive, completing garment orders to ensure they would arrive into store on time without delay or quality issues is essential, a delay of a couple of days could have a significant knock on effect to weekly sales.

I am keen to pursue a career in law with Byrne Wallace because I believe it is where I will receive the best training. This was illustrated from listening to testimonials from past and present Trainee’s and from listening to the Trainee webinar. The mentoring and empowering style of training, the monthly practice groups, cross Firm training and being allocated a Trainee Solicitor to engage with throughout the Traineeship create a great opportunity to learn. Apart from the extensive practice areas and the award winning service of the offered by Byrne Wallace, I was struck by the dedication to the Firms Corporate Social Responsibility. Byrne Wallace supports great charitable causes and have ambitious environmental goals. The work done with the men and women from St John of God stuck out to me as I believe it is important to give those with disabilities as much opportunity as possible. I believe the commercial success and the kind and friendly nature of the firm matches the type of Firm I wish to work in.

Thank you for considering my application and hope to hear from you soon.

Yours Faithfully,

Keara McGinley.